

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 11, 2016**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Patty Foley, Judy Igielski, Iris Larsson, Lloyd Lirio, Maureen O'Connor Lyons, LeeAnn Manke, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Chris Bieszczad

Dennis Doyle

STAFF

Lisa Masten, Library Director

Karen Benner, Assistant Library Director

Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Jim Marocchini

David Nagel

FRIENDS

Terri Buganski

GUEST

State Representative Gary Byron

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:06 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Diane Stamm introduced State Representative Gary Byron. Gary stated that it was a privilege to be here and he wants to get involved with the Library and the Friends of the Library. He has toured the Library and is aware of the space needs. He holds office hours at the Library. He encouraged the Board to reach out to him with any questions.

David Nagel stated that he and Jim Marocchini are both in attendance this evening and there has been no discussion at the Town Council level with regard to the Library Expansion Building Committee. Maureen commented that the next step for the Committee is to finalize the space needs assessment document and to give it to Jeff Baron so that a meeting of this Committee can be scheduled.

Neil commented that at the December meeting it was asked of the Mayor if Steve Silvia, who is on the Library Expansion Building Committee had to resign due to the fact that he serves on the Newington Board of Education; the answer was that Mr. Silvia did resign from the Library Expansion Building Committee.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy read a thank you note from Anna Eddy.

IV. APPROVAL OF MINUTES

Neil commented that on page three of the minutes under Investment, it should read that funds are being divested from Everbank into B of I Advisors, not “into another banking institution.” Additionally, the minutes showed that Pauline Kruk was not in attendance; Pauline Kruk no longer serves on the Library Board of Trustees. **MOTION: Judy Igielski made a motion to accept the minutes of December 14, 2015 as amended, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of December 14, 2015 as amended was unanimously approved with a 13-0 vote.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane reviewed the Annual Activities Calendar for the month of January which includes sponsors the beginning of meetings for the 5K Race, Library budget, and Investment Committee's quarterly reports. February's calendar includes the 5K Race and the Library budget.

VI. TREASURER'S REPORT

Paul reported that the current balance in Santander is \$1,954, and the Santander money market accounts have a \$5,344 balance.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported the Adult Winter Reading program began with 167 adults registering. This is a five week program. The Children's registration was held on January 9th. The theme is “Be A Smart Cookie - Read.” Lisa brought registration forms this evening in case any Board member wanted to register. The wireless network sign-in has changed from LRWGUEST to TON-VISITOR. The IT Department is installing new access points in the community room and by the reference desk, along with upgrading all the wireless access points throughout the Library. As she reported last month, there has been an issue with the delivery system and items were piled up at a warehouse and not being delivered due to the fact that the company ended their contract. There was a renegotiation and this company will continue to deliver items for the next three months at which point the State will take over this delivery system. On Saturday, Lisa will present a brief presentation at the Town Council's goal setting session. On February 1st Lisa will appear on NCTV's Talk To The Mayor Show with Mayor Zartarian.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the Library has been circulating Samsung Galaxy Tablets that are loaded with games, Netflix, and magazines; this is for Library use only, these tablets cannot be taken out of the Library. The Library's staff has had training on these tablets. The RFID project completed all the music CDs, and is in its final stages with DVDs.

IX. FRIENDS OF THE LIBRARY

1. Terri Buganski Report

Terri reported that the Friends are focusing on their Wine & Cheese event scheduled for January 22nd. All That Jazz will be providing entertainment. The food has been upgraded and increased, and there will

be a cheese tasting from Stew Leonard's. Michelle Royer has received some great donations. At this time there are 22 baskets.

2. Board Liaison Report

Neil, Judy, Ellen, and Pam are all the Board Liaisons and have schedules in place as to who will attend these meetings for the next few months.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Update from January 7 Meeting

Kris reported that the Committee was unable to meet on January 7th and will reschedule a meeting for the near future.

B. Investment Committee

Neil reported that he has not received the quarterly reports, but should have them for next month. Funds are being switched from Everbank to B of I Advisors.

C. House Committee

Lloyd reported that the Committee has not met, and the Facilities Department are doing a great job with items that were identified during the walk-through.

D. Facility and Site

Maureen reported that at the December meeting the Board, after much discussion, requested that Lisa tweak the space needs assessment document to add an Introduction, Executive Summary page, and expand on the technology. Lisa and her staff have done this and the document is ready to be presented to Jeff Baron. Maureen also commented that a Mission Statement in the Strategic Plan was never formally voted on and this needs to be done. Maureen read the Mission Statement: 'To establish, maintain and manage a public library whose use shall be free to the inhabitants of Newington; to promote library and educational activities, to develop policies for the operation of said library and, to exercise control of its property and affairs. **MOTION: LeeAnn Manke made a motion to adopt the Mission Statement as read, Judy Igielski seconded the motion, all were in favor, and the motion passed with a 13-0 vote.** Maureen would like everyone's approval to send the document to Jeff Baron. **MOTION: Anna Eddy made a motion to authorize the Facility and Site Committee to release the space needs assessment document to Jeff Baron as prepared by Lisa Masten and Library Staff, Neil Ryan seconded the motion, all were in favor, and the motion passed unanimously with a 13-0 vote.**

Judy commented about an article in the paper about the Simsbury Library's teen area; she gave the article to Maureen.

Diane thanked Patty for providing information on the names of five architects in the State who specifically work on Library expansion. She also thanked Anna for preparing a spreadsheet listing these library names, the funding received, the size of the expansion, and the architects who performed the work.

E. Fund Development/Legacy Society

Anna reported that the slide show on the Legacy presentation will be shown at the March meeting to the Board.

F. Budget

1. Budget Meeting with the Town Manager – January 21

Patty reported that the Budget was submitted to the Town, and the Library will be meeting with the Town Manager on January 21st.

G. Technology

Paul had no report.

H. Nominating Committee

There was no report.

I. Communications Committee

Patty reported that letters have been published in all papers, and more will be sent out soon.

XI. OLD BUSINESS

There was no Old Business.

XII. NEW BUSINESS

1. Race Committee 2016

Diane reported that the Race Committee held their first meeting tonight. This is the 20th year for the Library's 5K Race. To honor the 20th Anniversary three Samsung Galaxy Tablets will be provided as a door prize. The 5K Race is scheduled for Sunday, May 15, 2016. There was a suggestion about have a Town Department competition. Diane stated that this is the Library's major fund raiser and she hopes to have total Board participation.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Pam Raynock made a motion to adjourn, Neil Ryan seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:03 PM with a 13-0 vote.

The next Board of Trustees meeting is scheduled for Monday, February 8, 2016 at 7:00 PM.